

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the process followed by the author to correct the type scripts.
17. State clearly the importance of copy right permissions and acknowledgements.
18. What is proof reading? Explain its importance.
19. Explain the importance 'spelling and punctuation' in the whole process of copy editing and proof reading.
20. Define and explain the various functions of 'Appendices and Glossaries'.

APRIL/MAY 2024

BEE65A — COPY EDITING AND PROOF READING

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is known as type scripts?
2. State any one important rule of copy editing.
3. What do you understand by copy right?
4. What is plagiarism?
5. Why should we proof read?
6. Who uses 'blue or black' in colour coding corrections?
7. Define consistency with reference to spelling.
8. What is bibliography?
9. Explain the phrase 'folios are at the foot of the page'.
10. What is called footnotes?



SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Recount the details the of copy editing.

Or

(b) Compare and contrast hard copy and electronic and camera-ready copy.

12. (a) Explain infringement of copyright.

Or

(b) Discuss the step by step procedure of preparing the text.

13. (a) Edit the following paragraph : (Apple spelling and punctuation rules)

Successful branding may not be actually connected with the product at all, but may represent a greater sense of purpose or a more satisfying experience. They may affirm that drinking a cup of coffee can really make a difference, or that exercising may bring about a sense of challenge and personal achievement. Many successful brands steady emerging societal ideals and

trends, so that they can take advantage of how customers wish they could be. Then they push forward the message that by using their product, their dreams can be fulfilled, and the customer can gain the lifestyle he or she is looking for, be it a sense of glamour, freedom, popularity or selfsatisfaction.

Or

(b) How can be corrections carried out after passing proofs for press?

14. (a) Recount the role of cross references.

Or

(b) Explain the elements to be included in 'title page'. Prepare a sample title page for the book 'English Fluency'.

15. (a) What is known as Running Heads? How it improves the readability?

Or

(b) Write a note on appendixes.